



# AD/CVD

Case and Message Search

April 2020



U.S. Customs and  
Border Protection



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# INTRODUCTION

There are two ways to search for a case and message:

- Quick Search - Using the case or message number.
- Advanced Search - Using multiple search criteria.

Use Quick case Search by entering partial/full case number. You may use the partial/full message number or partial/full case number when doing a Quick message search.

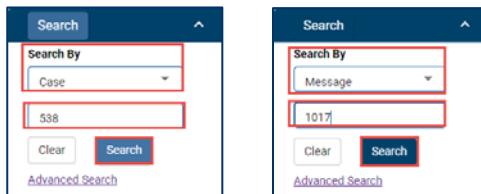
Use Advanced Search to narrow search results.

- Two criteria are required for a case search.
- One criteria is required for a message search.

## SEARCH FOR A CASE OR MESSAGE USING QUICK SEARCH

1. In the **Search** pane:
  - a. In the **Search By** field, select **Case** or **Message** in the drop-down menu.
  - b. In the next field, type a partial/full case *number* or partial/full message *number*.
  - c. Select the **Search** button.

The **Search Results** pane displays.



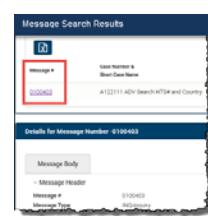
2. (Case Search) In the **Search Results** pane in the **CBP Case #** column, select a case number hyperlink.

The **Details for Case Number #** pane displays below the **Case Search Results** pane.

**OR**

(Message Search) In the **Message Search Results** pane in the **Message #** column, select a message number hyperlink.

The **Details for Message Number** pane displays below the **Message Search Results** pane.



**TIP:** Select the **Excel** icon  to export search results.

Use  to filter the results further.



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## SEARCH FOR A CASE OR MESSAGE USING ADVANCED SEARCH

1. In the **Search** pane:
  - a. In the **Search By** field, select **Case** or **Message** in the drop-down menu.
  - b. Select the **Advanced Search** hyperlink.



**IMPORTANT:** Do not enter any criteria in the **case number** or **message number** field.

2. In the **Advanced Search** dialog box:
  - a. Type or select search criteria.
  - b. Select the **Search** button.

The **Case or Message Search Results** pane displays.

The **Cases Advanced Search** dialog box contains various search fields for cases, including:
 

- Search by Case Type: Principal and Company
- Case # (CBP/DOC): A-122-555
- Companion Case # (CBP/DOC):
- Third Country CBP Case #:
- Country:
- Case Status:
- Determination:
- Official Case Name:
- Short Case Name:
- ACS Conversion:

 The **Search** button is located at the bottom right.

The **Messages Advanced Search** dialog box contains various search fields for messages, including:
 

- Message Type: **Message #**
- Message Status:
- Message #:
- Principal/3rd Country Case #:
- Court #:
- Message Date: To
- Period Covered Begin Date: To
- POI/POB Begin Date: To
- Notice of Lifting of Suspension Date: To
- Effective Date: To
- FR Cite: FR
- Message Title: (new field)
- Message Body:

 The **Search** button is located at the bottom right.



**NOTE:** A new **Message Title** field has been added to the **Messages Advanced Search** pane.

3. In the **Case or Message Search Results** pane in the **CBP Case #** column or **Message #** column, select a hyperlink.

The **Details for Case or Message Number #** pane displays below the **Search Results** pane.

The **Case Search Results** pane shows a CBP Case # (A-122-555) with an **Indicators** section. The **Message Search Results** pane shows a Message # (0072406) with a Case Number & Short Case Name (A248319 Intg).

